

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000083
2. ISSUANCE DATE:	October 4, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	October 18, 2017 no later than 16:30 Kabul time
4. POSITION TITLE:	Management Program Analyst (Budget Team Leader)
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions. The contract and extensions cannot exceed 5 years.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	Open to US Citizens and Third Country Nationals*
9. SECURITY LEVEL REQUIRED:	The successful applicant shall be required to obtain a Secret level security clearance (if U.S. Citizen) or Moderate Risk Public Trust certificate (if Third Country National or U.S. Resident Alien), as a pre-condition for employment.

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Office of Infrastructure (OI) is the Mission's largest technical office. OI currently manages a portfolio in excess of \$1.6 billion, with projects in the following sectors: energy, water, roads, vertical structures, and engineering support. Coordination of development programs in Afghanistan is extremely complex and includes multiple stakeholders such as the U.S. Military, other USG agencies, other donors, and Government of the Islamic Republic of Afghanistan (GIROA) ministries. OI is a large office with more than thirty staff including Americans, Third Country Nationals (TCNs), and Cooperating Country Nationals (CCNs).

USAID/Afghanistan implements projects through direct agreements and contracts (off-budget), and also funds contracts held by Afghan governmental agencies (on-budget).

The incumbent serves as the Management and Program Analyst (Budget Team Leader), and reports directly to the OI Deputy Director. The incumbent will also provide direct support to the Office of Economic Growth (OEG).

The incumbent provides expert advice and services to support in planning, implementing, managing and monitoring the infrastructure and economic growth portfolios. The incumbent leads the preparation and Mission approval process for a wide range of budget and project

*Please see Section 11: Area Of Consideration

design/implementation documents. This includes: action memo clearance packages, waivers, annual operational plans, annual performance reports, Global Acquisition and Assistance System (GLAAS) requesting actions, audit tracking, special request reports, and other project administrative requirements. This position leads all budget support for OI and OEG, supervises six CCN staff, and may supervise Temporary Duty Assignment (TDY) staff as appropriate.

2) Statement of Duties to be Performed:

The Management and Program Analyst (Budget Team Leader) will have the following duties and responsibilities:

1. Manages all budget support for OI and OEG. Coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, waivers, annual operational plans and performance reports, quarterly accrual exercises, GLAAS requesting actions, audit tracking, special request reports, and other project administrative requirements.
2. Leads coordination efforts with contractors and grantees to strengthen their financial and program reporting in order to meet increasing information requests from Congress, auditors, and external/internal audiences.
3. Devises tools to assist USAID management in planning, budgeting, and forecasting resources and out-year funding requirements.
4. Provides direct mentoring/training to technical specialists and CCN budget and administrative assistants in the areas of budget analysis and management, audit tracking and response, and financial management of contracts/grants. The incumbent provides expert financial advice, analysis and recommendations on financial feasibility of activities, and provide alternatives when appropriate. Assist technical and subordinate staff in complying with relevant USAID and U.S. government financial, budget, and procurement requirements. Provide formal and informal training to staff in area of budget analysis and management.
5. Coordinates responses to budget and other program information requests and draft official correspondence.
6. Advises management on issues affecting planning, development, budgeting, procurement, implementation, monitoring and evaluation, and the status of ongoing activities as they relate to achievement of results.
7. Leads support to technical staff in the areas of project design and implementation of performance monitoring plans. Plans and coordinates monitoring and evaluation of activities.
8. Coordinates with technical staff to develop practical information tracking systems, and assist in the verification and validation of collected baseline data.
9. Leads coordination and submission of contributions to the annual Operational Plan and Performance Plan and Report processes. Facilitates coordination of annual/biannual program portfolio reviews.
10. Monitors program portfolio throughout the planning, design, implementation and close-out stages.
11. Supports technical staff with project design, modifications and close-out; coordinates GLAAS requesting actions for new actions and amendments to existing awards; convenes and leads regular meetings, in conjunction with the Offices of Acquisition and Assistance, Financial Management, and Program and Project Design, to address budget, project design, and overall program strategy.

12. Builds and maintains professional relationships with Mission staff, USAID/Washington staff, consultants, implementing partners, government officials, donor agencies, and other sector-related entities.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

This position is housed within OI and is supervised directly by the OI Deputy Director, who will assign work based on programmatic objectives, financial priorities, and other exigent needs. The OI Deputy Director will consult with the employee so that the employee can make sound recommendations and work with considerable independence. The incumbent's work will be evaluated for accuracy, feasibility, professionalism, and compatibility with Agency directives and goals. The incumbent provides direct supervision, mentoring, training, and/or guidance to OI and OEG technical specialists, budget specialists, and administrative assistants in the areas of budget management, fiduciary responsibilities, and audits. The incumbent assists technical and subordinate staff to comply with USAID and U.S. government financial, budgetary, and procurement requirements.

5) Supervisory Controls:

The incumbent directly supervises six CCN staff.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3 a "...USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy." For more information on use/hiring of PSCs please see USAID policy guidance highlighted in ADS 309.3.3.

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to attain a Secret security clearance or Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National Personnel Service Contractor (TCNPSC). “Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** Bachelor's degree in accounting, finance, business administration, or a similar field is required. (Educational requirement must be met at the time of application for the subject position.)
- b) Work Experience:** Seven to ten years of progressively responsible experience in budget and program management with international development, professional accounting, auditing, or other financial management organizations is required. Experience in developing countries, post-conflict environments, and/or emergency response situations are required. (Work experience requirements must be met at the time of application for the subject position.)

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Demonstrated experience in management of international development program budget, budgeting practices related to budget formulation and cycles, and familiarity with budgeting particularities associated with infrastructure and economic growth programs.

FACTOR #2:

Strong operational, managerial, and problem-solving skills with a demonstrated ability to manage financial and other resources.

FACTOR #3:

Demonstrated ability and skills to lead the implementation of tasks in a team-oriented environment by planning timelines, communicating expectations and needs effectively, and achieving results.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to

the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1	25 points
Factor #2	25 points
Factor #3	25 points

Interview Performance 25 points

Interview questions will revolve around the following areas:

- Manage budget teams and budget functions, particularly as they relate to infrastructure and economic growth development programming
- Lead teams and coordinate task assignments to achieve results
- Problem solve and implement solutions

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000083-Management and Program Analyst (Budget Team Leader)** to:
kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/documents/1861/uspsec-application-form-cover-form-and-form-aid-302-3>
2. A current curriculum vitae (CV) or resumé.

3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:
 - 1) Contribution toward Health & life insurance
 - 2) Pay Comparability Adjustment
 - 3) Eligibility for Worker's Compensation
 - 4) Annual & Sick Leave

- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR),**

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"**

available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.